**Delivery Specialist III Standard Job Description**

**Classification Title:** Delivery Specialist III

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

The Delivery Specialist III, under supervision, Supervises the operation of a specific mail route for the Texas A&M University campus.

**Essential Duties and Tasks:**

**40% Mail and Package Distribution Management**

* Supervises and assists with collecting, sorting, preparing, and distributing office products, parcels, mail, inter-campus mail, and custodial products to campus customers.
* Distributes office products, parcels, mail, and intra-campus mail to campus customers.
* Delivers and manages student mail operations, including delivery, pick up, and customer service.
* Participates in special mail pick-ups and deliveries.

**20% Training and Supervision**

* Assists supervisor and mail leader in coordinating training for student workers.
* Trains new personnel on mail route operations.
* Assists supervisor and mail leader in the coordination of delivery specialists.

**10% Route and Vehicle Management**

* Loads mail in delivery sequence for routes.
* Ensures that vehicle is properly maintained.
* Accounts for special mail.

**10% Organization and Coordination**

* Arranges and bags mail by department into delivery sequence for routes.
* Scans and organizes accountable mail.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of training and experience.
* Two years of Mail Service experience.

**Required Licenses and Certifications:**

* Valid Class 'C' Texas Driver's License within 30 days of employment.
* Inability to obtain a valid Class 'C' Texas Driver's License may result in termination

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Familiarity with mail routes, bulk mail, and meter room operations including postage computer and registered and insured mail

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**